

**Donna Kerwin Lane**  
**CDBG Consultant**  
**60 Ragged Cove Lane**  
**Conway, New Hampshire 03818**  
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December 7, 2020

Town of Barrington - CDBG Public Facility Grant Application Writing

Dear Conner,

Thank you for the opportunity to submit my CDBG Public Facility grant writing proposal for up to \$500,000 for wastewater system upgrades at Barrington Oak Cooperative, a 49 unit manufactured housing cooperative in Barrington.

Specific grant writing services to include assisting the municipality with the required public hearing, compiling all forms and information required by the application for the municipality, coordinating all information required and all actions required to prepare a CDBG application on NHCDFA's Grant Management System (GMS) for the municipality.

The CDBG grant writing fee is \$4,000. The grant writing services fee will be due only if CDBG funds are awarded and will come out of the CDBG.

I have enclosed my resume outlining my 35+ years of exclusive CDBG Administration. I have written and administered well over 200 CDBG projects. I was also engaged by NH Community Development Finance Authority (and prior to their Administration of CDBG, by the NH Office of State Planning) to conduct the CDBG Implementation Workshop trainings for all New Hampshire CDBG projects for over 10 years.

In addition, I have successfully written CDBG applications and administered CDBG grants for Barrington previously (Turbocam). I am also currently administering a similar project now at Lee Oaks Cooperative.

Thank you for your time and consideration.

Sincerely,  
*Donna Lane*  
Donna Lane

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### **EDUCATION**

E.D.F.P., Economic Development Finance Professional, 1995;  
National Development Council  
M.B.A., Plymouth State College, 1989; Magna Cum Laude.  
Plymouth, New Hampshire  
B.S., Niagara University, 1981; Magna Cum Laude.  
Niagara University, New York

### **PROFESSIONAL ACTIVITY**

Since 1982: **Community Development Block Grant Consultant**

Administration of over 200 CDBG completed Projects, valued at over \$100,000,000.  
Responsible for financial management, federal regulation adherence, recordkeeping, and reporting of CDBG projects.

Economic Development Projects include business expansions, machinery and equipment purchases, and infrastructure improvements. Administration of Regional Development Capacity Building Projects.

Public Facilities Projects include municipal water and wastewater systems, community centers, senior centers, homeless shelters, daycare centers, and handicap accessibility.

Housing Rehabilitation Projects include affordable housing and single family acquisition and rehabilitation, as well as infrastructure improvements in support of affordable housing.

Municipalities previously or presently contracted with to administer CDBG projects:  
Barrington, Belmont, Berlin, Bethlehem, Boscawen, Bradford, Brentwood, Bristol, Campton, Canaan, Charlestown, Conway, Derry, Enfield, Epping, Errol, Exeter, Franklin, Gilford, Gorham, Greenland, Haverhill, Laconia, Littleton, Madbury, Milton, Newmarket, Northfield, Bristol, Ossipee, Pittsfield, Plymouth, Rumney, Salem, Seabrook, Stratford, Tamworth, Tilton, Warner, Warren, Whitefield, Wolfeboro, Belknap County, Carroll County, Coos County, Grafton County, Hillsborough County, Rockingham County, Strafford County and Sullivan County.

Performed CDBG Training Workshop for the New Hampshire Office of State Planning in 1993 & 1994. Performed CDBG Training Workshop for Community Development Finance Authority in 2004 – 2018.